STANDARD FORM NO. 64

~~SECRET~~

Office Memorandum • UNITED STATES GOVERNMENT

TO   :   Director, O/TR   ~~CONFIDENTIAL~~   DATE: 28 March 1952

FROM   :   Chief, Language Services Division

SUBJECT: Report of Progress for Week of 24 March through 28 March

1. Several interviews have been conducted with language training applicants, and a number of requests for language training outside the Agency have been approved.

2. The enrollment in classes now being conducted by the Language Services Division is the same as for last week, with the addition of a class in Elementary Spanish with one student.

3. An orientation session was given to a group of fifteen field recruiting officers, outlining the aims and needs of the Language Services Division with particular emphasis upon the immediate and long-range personnel requirements.

4. An orientation session for the Training Liaison Officers and for interested personnel from within the Office of Training was held to explain the purposes, needs, and potentialities of the Language Services Division. Over thirty people attended.

5. As of 24 March, the laboratory is operating on an extended schedule to permit use of the facilities to those students who are unable to come during normal working hours, due to requirements of their own offices. The laboratory is now open from 0830 to 2000, Mondays through Fridays, and from 0800 to 1600 on Saturdays.

6. Most of the initial installation difficulties in the laboratory have been overcome, and the laboratory is now able to handle the various tasks for which it was designed.

25X1A9a

25X1A9a

7. The personnel jacket of ███████████ was circulated within the Language Services Division as a possible new member of the staff. It was decided that ███████████ would not fit in with the program of the Language Services Division.

25X1A9a

██████████

Chief, Language Services Division
O/TR

~~SECRET~~   ~~CONFIDENTIAL~~

SECURITY INFORMATION

ILLEGIB

JOB NO _____ BOX NO.____ FLD NO.____ DOC. NO. 65 NO CHANGE
IN CLASS/ /DEC_____ /CLASS CHANGED TO: TS S Ⓒ RET. JUST. 22
NEXT REV DATE / O REV DATE _____ 006 /99 TYPE DOC. 02
NO. PGS / CREATION DATE ___ ORG COMP / / OPI __ ORG CLASS S
REV CLASS Ĉ REV COORD. _____ AUTH: HR 70-3